

**Ryan White Title I**  
**Inland Empire HIV Planning Council**

**Minutes of Meeting**

**Thursday, September 26<sup>th</sup>, 2002**

**1:00 p.m. - 3:30 p.m.**

**San Bernardino Registrar of Voters**

777 East Rialto Avenue  
San Bernardino CA 92415  
(909) 387-2087

**Call to Order and Introductions**

Steve McGrew, co-chair, called the meeting to order at 1:05 p.m. Introductions were made and persons in attendance were:

**Members:**

Steve McGrew  
Thomas Prendergast, M.D.  
Joe Acosta  
Cherry Houston, Ph.D.  
Leann Chamlee  
Benita Ramsey  
John Brown  
Ed Cueto

Edward Rangel  
Danny Colon  
Faith Davis-Bolton  
Darlene DeBayona  
Fred Flotho, Jr.  
Carolyn Harris  
Jeff Byers  
Jerry Nevarez

Joshua Sparks  
Victoria Jauregui Burns  
Rebecca Zeidler  
Evelyn Valentino  
Gregory French  
A. Lloyd Jones  
Sandra Bibb

**Absences:**

Evelyn Valentino  
Erin Comstock  
Gary Feldman, M.D.  
Rick Rector

Steve English  
Edwin Zelaya

**Other Attendees:**

Jason Oliver  
Lucie Smith  
Wayne McKinny, M.D.  
Jack Newby

Antonio Diaz  
Jimmie Lee  
Jim Woodward  
William Trevizo

**P. C.Support Staff:**

Daniel Perez  
Vicki Devore

**Public Comments**

Steve McGrew commented that the Staff and the Grantee Staff had been working nights and weekends, coming in early, to get both the Comprehensive Plan and the Application done. County Council moved up the date to request the Plan three weeks early in order to review it prior to Board of Supervisor approval. He also said they had tried to arrange that the Committees understand that the Staff are under a lot of pressure and if minutes aren't ready or the Committees can wait a month for the minutes, please do it, as the staff are really working hard and they need a round of applause, in fact there are only two staff members here, as the rest are back at the office

working.

Fred Flotho requested to make a public comment about an item on the Consent Calendar which he wanted to make prior to the approval of the Consent Calendar because he has no intention of pulling these items from the Consent Calendar. He said that he liked the Mission Statement the way it was stated. However, he pointed out that his recollection was that the Mission Statement was not the one approved by the Planning Council. His recollection was that Carolyn Harris had added another section to it and that there was another sentence. Carolyn Harris responded that what he referred to was in the Guiding Principles. Steve said he could only assume that the Staff had submitted a copy of what was approved as amended by the Planning Council. Fred also said the other problem he had was regarding the Spectrum of Care which was the "ideal" or optimal spectrum, which he thought shortchanged consumers a great deal. He had thought it was reality and reality and optimal are a great deal apart in his view. He felt the peer support areas were eliminated in the Spectrum, which had been there originally, and he thought the consumers were left out of the picture. He said he just wanted to make his statement for the record, and that it was ok with him to leave everything the way it was. Per Carolyn Harris, with respect to peer advocacy, Case Management also goes through all of those various levels. Peer advocacy is parallel to and is linked to Case Management through the system. She believed they would not be shortchanged. She said the intent was never to shortchange the consumer.

## **Agenda Additions, Revisions, and Corrections**

**Steve McGrew announced changes to the Agenda as follows:**

- Move the Budget Report up to the Consent Calendar
- Both the Long Term Goals and Provider Capacity and Capability were on the Consent Calendar last week; they were pulled for a couple of changes. This is actually the second time the Committee is going over them. He thought they could be moved up to the Consent Calendar. They were included in the packet. Carolyn Harris stated that the Long Term Goals could be moved, but that the Provider Capacity and Development is going to go through substantial reframing in terms of the years in which activities are done. It would be different. Steve changed the recommendation to move the Long Term Goals only.
- Fred announced that he had a problem moving items to a Consent Calendar that people did not know in advance would be there.
- The Quality Management Programs and Outcomes will not be presented and also the Monitoring and Evaluation Plans won't be presented.
- Under Planning & Evaluation Committee Report, there would be talk about Food, and the Evaluation of Administrative mechanism.
- The Grantee is going to cover the Dental TA, RFP's, the move, Jackson State University training, Application and Comprehensive Plan.
- Standards and Evaluation will be linked with Planning and Evaluation.
- Case Management Conference will be added to Other Committee Reports
- The Aids Watch report by Joe Acosta should be moved from Public Comments to Advocacy Reports
- The U.S. Conference on AIDS and ANSA should be added there as well.
- John Brown asked for more time on Agenda for Advocacy Report

After asking for any other additions or revisions of the Agenda as revised, Steve announced the Agenda approved as revised without objection

## **Review and Approval of Minutes**

Minutes for the meeting of August 29th 2002 were reviewed. Steve announced the vote number should be changed from 16 to 15 due to the amount of members present. Joe Acosta made the motion that the group approve the minutes as revised. Motion seconded by Cherry Houston. Group voted in favor of passing approval of Minutes as revised. Jack Byers abstained.

**Motion # 02- 49** was approved.

For:	22
Against	0
Abstentions:	1

Members present with no PC Form 700 on file: 0

## **Consent Calendar**

Motion was made by Joe Acosta and seconded by Cherry Houston to accept the Consent Calendar as revised.

**Motion # 02- 50** was approved.

For:	23
Against	0
Abstentions:	0

Members present with no PC Form 700 on file: 0

## **Report on Food Service Eligibility Standards – Fred Flotho**

Fred Flotho distributed a document entitled "Food Analysis". After describing the document and survey, Fred led a discussion regarding the provision of vouchers and food bags, saying that the average distribution of units is two per month. He said that the Standard and Evaluation Committee have a recommendation that the Planning Council approve a new eligibility standard of 150% poverty level and the standard for service would be four units per month. The group followed with a discussion of the report.

Fred Flotho moved that the proposal to approve a new eligibility standard of 150% poverty level be accepted. Victoria Burns seconded the motion. Chairman asked for further discussion. Jim Woodward spoke regarding scaling of subservices according to eligibility and said this proposal would actually be refining that. He also said that contracts can be amended during the contract year.

After further group discussion, Fred Flotho withdrew his motion. Steve announced that there was no longer a motion on the floor so they shouldn't discuss this in Planning Council, that he wanted to send this back to Planning and Evaluation to look at the EMA standard in food. He stressed that we needed a standard in food, if not this year, then it has to be in the contracts for next year.

## **Report on Evaluation of Administrative Mechanism – Victoria Burns**

Victoria Burns reported that there was unfortunately a very low response from both Planning Council and Providers, so they are going to initiate some different activity around that. One was that rather than do it annually, they may do it after key activities. For example, the RFP process; an evaluation will be done after that, while it is fresh in people's minds, and hopefully the response will be larger. She said there were only twelve responses from Planning Council, which wasn't even fifty percent.

## **Statement Regarding Grievance Procedure:**

Steve McGrew mentioned that he was in the Grantee's office when they got a phone call from an individual client of an agency and that agency had put Danny's number as a contact to complain. He stated they all really have to get the grievance procedure in order. Individual consumers should not grieve to the Grantee. Providers should have their own grievance process. He will be sending a letter out to the consumer committees that are in charge of the Planning Council grievance process so that doesn't happen again.

## **Report on Comprehensive Plan**

Carolyn Harris reported there were only three draft copies of the Needs Assessment brought to the meeting to be circulated. These are waiting for Dr. Prendergast's comments and review. There is a list for members to sign who want to receive a final copy of the Needs Assessment. Steve McGrew said he had thought this draft was going to be available for everyone to review that day, that they were not going to vote on it but it was going to be passed around for review. He said the Needs Assessment was started very early. When the Needs Assessment comes out, the priorities set may not reflect actual needs. There might be unmet needs that need to be taken care of and the fact that this came out late and that the RFP process is almost complete without input on priorities and setting is very disturbing to him. Carolyn Harris responded with a statement that for several months, portions of this Needs Assessment have been presented to the Planning Council in order to give key information for decision making for both service priorities and allocation of funds. Dr. Prendergast said he was prepared to approve the Needs Assessment. John Brown made motion that the document be approved with the understanding that it represents the information they had reviewed and been developed all along in Planning Council. Joe Acosta seconded the motion. Faith Davies-Bolton and Joshua Sparks abstained.

**Motion # 02- 51** was approved.

For:	21
Against	0
Abstentions:	2

Members present with no PC Form 700 on file: 0

Carolyn Harris requested that those of the Planning Council who had previously received charts, etc. to please shred them or tear them up so no material relating to the Needs Assessment prior to this version is available to anyone. The information will be available when each member receives their own copy.

### **Report on Provider Capacity and Capability:**

Carolyn Harris made a report that there were no major changes other than that of Capacity Development. This needed provider-capacity documented. Joe Acosta made motion to approve the document and Joshua Sparks seconded the motion. Motion carried unanimously.

**Motion # 02- 52** was approved.

For:	23
Against	0
Abstentions:	0

Members present with no PC Form 700 on file: 0

### **Report on Resource Inventory:**

Carolyn Harris made a report that there were no major changes in that document. Joe Acosta made motion to approve the draft document and Victoria Burns seconded the motion. Steve McGrew announced that if anyone knows of a Resource Inventory in the EMA that is not included in this

Inventory, there is still time to get it in, because it would be great for HRSA to see that we had tremendous resources. Ed Cueto said that peer advocacy and it's definition for DAP needed to be included on page 3. Sandi Bibb added that under "Direct Financial Assistance" it should read Riverside and San Bernardino County. Jerry Nevarez said that on page 7 under San Bernardino County Public Health should list the Hesperia office just for consistency. Steve announced that any other additions or corrections on these documents need to be sent to Danny Perez.

**Motion # 02- 53** was approved.

For:	23
Against	0
Abstentions:	0

Members present with no PC Form 700 on file: 0

### **Chapter V Continuum of Care:**

Carolyn Harris gave report to include any services that were added after 1998. Joe Acosta made motion to approve the Continuum of Care and Victoria Burns seconded the motion.

**Motion # 02- 54** was approved.

For:	23
Against	0
Abstentions:	0

Members present with no PC Form 700 on file: 0

Further reports from Planning and Evaluation by Victoria included announcing the next meeting about food eligibility is October 8 and everyone is welcome to come. Steve announced that there is a Title 1 Conference Call during that meeting at 1:00 PM. The meeting is from 10 AM to 1PM and the phone call follows it.

**2:10 BREAK**

## **2:20 Meeting Called Back to Order**

### **Grantee Report**

*Before Grantee spoke*, Steve McGrew said he wanted to mention a few things. He had written a letter to Grantee complaining about a policy change concerning fillings – amalgams versus composites. He said before the TA, Grantee had made this decision without any consumer input and he was concerned about that. At his last meeting with Jim Woodward, he was given incorrect information and had based his findings on that information. Steve said that he thought as good as the Grantee is, at times they still take the group for granted and seem to not want their input. He said last January that this was one of the things he wanted to change, and he thinks that this has not happened yet. Steve also said regarding RFPs that they were informed about the RFP process at the Executive Meeting about two weeks ago, and tomorrow they have to go to contract. He said there was no time given to reallocate the priorities, the HRSA manual says the Planning Council duties include allocations that reflect the latest data regarding the percentage of funding and priorities of the HIV affected community and for whom the services are intended. Speaking as a person involved in this process for a long time, he said he was upset .

Danny Perez acknowledged the introduction and said he still loved his job. He also asked the group to fill out brief survey regarding e-mail attachments. If anyone cannot open their e-mail accounts, he wished to resolve the problem.

Danny stated the application is due to County Council by the next day and the staff will be working to get the application to them through the night. He said the Comprehensive Plan is coming along very well, and copies will be sent to the Executive Committee before the meeting on the 3<sup>rd</sup> of October. Danny announced the staff are moving to another office in Colton and they will be holding an open house and celebrating surviving this process. They will be moving on October 16 and 17, so he will e-mail everyone the new address and phone numbers. He announced the Staff Analyst II position was offered to Bonnie Flippin within the Planning Council Support Staff and her official starting date was last Monday. Terry Millette, who was a temp staff out of Apple One is now functioning as a PSE so that she can remain as Secretary I for various committees. Danny announced the Jackson State University Social Marketing course will be held on October 3 and 4, and there are 25 participants and he appreciated the response to that. He said the RFP that Steve was mentioning is in process and he plans to help educate the Planning Council on the process of events, that the Planning Council Support Staff and the Grantee Staff have to function within, and what is involved in the County bureaucracy above us and getting their approval to do much of what we have to do for the group, as one of those things includes the RFP process. We have made every effort to get to them the scopes of work. He said when we approach this process again next year, this will be an inclusive process and the Planning Council will be definitely included. Regarding the Dental TA, Danny said he had contacted Dr. Resnick to provide Dental TA. The scope of work has been fleshed out. Steve McGrew and other Planning Council members have been involved developing the scope of work. It is scheduled for the first week of November and will be a four day visit. Dr. Resnick will visit various sites He will meet with consumers, Planning Council members and various providers to assess the resources as well as to give us more guidance about how to improve our quality of dental services. Danny expressed his gratitude and appreciation to Carolyn Harris for all of her help with the Comprehensive Plan and assisting the staff in learning the Application process, Steve McGrew for coming in literally every other day to assist getting things done, Fred Flotho for helping with the numbers that are going into the Application in the budget.

Per Jim Woodward, the RFP is in draft form and in the process of being put together. They hope to have a release by November 6 if not sooner. A return date of first of December is scheduled. The services being competed are based on conversations with Planning Council and the Planning and Evaluation Committee who were very clear in a desire to recompute the Minority Aids Initiative items, of those will be competed including housing in San Bernardino. Since this is a new category in the general area of San Bernardino, this will be competed as a general category, probably in conjunction with MAI in some way. He said food services is also an area in which Planning Council was working to develop criteria for eligibility. Medical services will be competed as well.

### **Membership Committee Report**

Joe Acosta announced the three individuals that were approved by the Planning Council will be up for approval by the Board of Supervisors by October 1, that would be Ms. Smith, Mr. Rangel, and Dr. McKinney would be approved by the Board of Supervisors. There are two other applicants but he is sorry to say that he does not have a complete application to share with the Committee. They will be considering them by the next meeting, however their attendance and participation will be counted in the meantime.

### **County Committee Reports**

#### **Riverside Committee –**

Joe Acosta asked Danny Perez to read a motion Riverside County drafted and are requesting from San Bernardino County. Motion as follows: *The Riverside Committee moves that a request be made for a ruling from San Bernardino County, County Council's office, to determine if the present intergovernmental agreement permits movement of monies between counties for the same identified service based on emerging needs.* After group discussion, a committee motion not needing a second moved by Steve McGrew, one abstention from Dr. Prendergast.

**Motion # 02- 55** was approved.

For:	22
Against	0
Abstentions:	1

Members present with no PC Form 700 on file: 0

#### **San Bernardino Committee –**

Steve McGrew reported the Committee reallocated some monies, as more money was needed in housing. He said that Riverside probably needed more money and would probably reallocate some of their funds. As a Planning Council, they probably should ask the HOPWA representative to apply for more money, not to just accept the formula. Per Fred Flotho's figures and per Steve McGrew, the Committee is adding \$112,000 to housing, \$112,000 to case management, \$50,000 to food, \$6,000 to hotline, and another \$50,000 to home health care, specifically to Kabalski House. They are taking \$116,200 from primary medical care, \$100,000 from dental, \$24,800 from treatment adherence, MIS Title 3, \$50,000, and program support MIS, they ask that \$39,000 be reallocated, which means a total of \$330,000 from one side to the other.

This is a committee report that doesn't need to be seconded. Steve asked for discussion. Fred thought it would be better to ask the Planning Council to vote on reallocation of MIS monies first, and then if that happens, then they could approve the reallocations. Per Steve McGrew, it has been recommended that program support MIS \$100,000 reallocated, \$39,000 for San Bernardino and \$61,000 for Riverside County to put into whatever service they deem necessary. Steve McGrew asked for discussion. Joe Acosta made motion that \$100,000 be moved from MIS Title 3 for services and reallocated \$39,000/\$61,000 San Bernardino/Riverside County. Motion seconded by Dr. Prendergast. Opposed – John Brown. Abstentions – Ed Cueto and Faith Bolton-Davis

**Motion # 02- 56** was approved.

For: 20

Against 1

Abstentions: 2

Members present with no PC Form 700 on file: 0

Steve McGrew then went back to discussion of whole reallocation package and asked for discussion. Since it was a committee recommendation, it does not need a motion. He asked for all in favor for reallocation monies as stated say Aye – motion carried unanimously.

**Motion #02-57** was approved

For: 23

Against: 0

Abstentions: 0

Members present without PC Form 700 on file: 0

### **Standards and Evaluations Committee Report**

Victoria reported that the Planning Council should come up with a standardized client survey form that would be included in contracts for the agencies to use. When agencies are collecting data on client satisfaction, at least, they are all using the same document. She also suggested that there would be a list of variables that agencies would have to collect data on. They could modify the survey to go beyond what the Committee wanted for their own QA activities. There would be a minimum of variables to comply with HRSA compliance requirements. Food was discussed in great detail, and transportation corrections were addressed. There is another meeting on October 30 in Riverside and Case Management and Standards and Evaluations Committees will meet jointly on that date at the same time of day in order to have consolidation of time and common issues.

### **Case Management Standards**

Leann Chamlee reported that the group is still making further plans for the Case Management Conference for October 22, at the Museum in Redlands. There are guest speakers and workshops and it includes lunch as well as an update on the EPI report. She thanked Danny Perez for sending out a letter to providers clarifying the event and also thanked Marie France-Francois for doing so much work on this project.

### **Underserved Populations and Community Linkages**

Cherry Houston reported that this committee would be focusing on three areas and have expanded meetings every 3 months under the following categories: Incarcerated Women, Youth, and Veterans, to include planning a community-wide event that would include San Bernardino and Riverside Counties as related to World AIDS Day. There was also discussion of Afro-American AIDS Awareness Day in February of 2003.

### **Executive Committee Report**

Steve McGrew reported on the meeting and the housing presentation by Alex Taylor. He said there would be two meetings next month and the Comprehensive Plan will need to be approved at that meeting. Every member of that Committee will be asked and any person who wishes to get their documents, review them and attend the meeting or send comments to Danny before the meeting on October 3<sup>rd</sup>, should sign up so they can be sent to requestor. The meeting will be held at Registrar of Voters. The second meeting of the month will be held on October 17.



Regarding the Comprehensive Plan, if anyone has any major history moments from the last five years, please get the information to Danny to assist him.

## **Advocacy Reports –**

John Brown reported on CAER Coalition regarding budget increases for Title 1 and Title II. He said the most important information was that coming from HRSA was regarding providers and audits and what is being allowed and disallowed. John expects these audits could happen as early as next year and could be primarily in these areas: Gap funding being disallowed; time cards for more than one funding source; and End of Year spending. His information says that in March there will be more Audits. Sources to speak with at CAER Coalition are Pat Bass and Laura Thompson. There was a discussion regarding having a seminar for providers in Southern California to prepare for these audits.

John Brown reported on the U. S. Conference regarding the conference and regarding the isolation of people in some states. Faith Bolton-Davis spoke regarding the Eastern States African-American groups and how this conference gave her new outlooks as well as the South African presentation on AIDS. Others spoke regarding the meeting giving them a whole new perspective regarding the disease and prevention.

Jason Oliver reported that October 26, the Southern California HIV/Advocacy Coalition is going to do a priority setting for the next legislative session for the next budget year. He said they would get that information to us as soon as possible. If the Planning Council would put this on the Agenda for the meeting of October 24, that might be an opportunity to make sure that our priorities as part of the Inland Empire are brought forward to the HIV/Advocacy Coalition. Additionally, he had a letter regarding rapid testing available if anyone wanted copies.

Jack Newby said that Desert Aids Project is working on a World AIDS Day activity and he will have more details later.

Joe Acosta spoke regarding AIDS Watch on May 18, 19, 20<sup>th</sup>, and that California would be divided into four different areas: San Francisco, Los Angeles, Northern California, and Southern California. What that means is we will have much better access to Senate appointments, which will ensure everyone better representation.

Steve said he also brought an APLA Survey and has posters for Candlelight May 18 that have some ideas we can use. He also passed out prevention cards for people to see and then later will give them to the prevention groups. He also announced that in the State, the Governor did sign (AB2197) which is the one that gave HIV -positive people Medi-cal managed care.

## **Fiscal/Programmatic Reports (Grantee Expenditure Reports)**

None

### **Grantee Expenditure Report**

Covered under consent calendar – see Attachment 9

### **ad hoc Committee Reports**

None

### **Planning Council Support Staff Procedure Review Committee**

None

### **Consumer Advocacy and Education**

None

## **Public Comments**

Carolyn Harris spoke regarding the organization that planned the World AIDS Day activities and said they are no longer in business. She said Alex Taylor has designed a cup and other items. Through the Prevention Program, there will be a World AIDS Day in the Inland Empire.

Jason Oliver asked to make a comment on the budget reallocation that was approved in regard to San Bernardino County. He was concerned with what amounts to over a 10% cut in primary care. He understands that the cut in dental is offset by the programs coming in, but a cut of over 10% to primary care sends the wrong message at a time when primary care is something that this EMA has said is a priority. He said that in addition to that, the way it is listed on the agenda for the San Bernardino Committee doesn't give an indication that anything besides housing was on the table. He had a problem with the way it was listed because under the Brown Act, that type of an action isn't appropriate unless it was listed, and it was not. Per Steve, there was a change during the meeting adding reallocation under it. Jason said that since it was not done prior to the meeting, that other individuals besides himself that might have been interested in attending didn't have the information in advance of that action being taken, particularly of that magnitude.

## **Announcements**

Steve McGrew announced that the National Gay and Lesbian Task Force Conference is coming up – called Craving Change – it is November 5-10 in Portland, Oregon. They usually discuss lots of gay and lesbian issues as well as health issues, so that is something in which people might be interested. He also said the next U. S. Conference on AIDS is in New Orleans.

## **Agenda Items for Next Meeting**

Agenda items for the next meeting should be directed to Eydie Bernal-Cox at (909) 387-6653 or [ebernal-cox@dph.sbcounty.gov](mailto:ebernal-cox@dph.sbcounty.gov).

## **Next Meeting**

The next Planning Council meeting is scheduled for October 24<sup>th</sup>, 2002 .

## **Adjournment**

The meeting adjourned at 3:45 p.m.

Certified:

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Gary Feldman, M.D.  
Co-Chair

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Date

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Steve McGrew  
Co-Chair

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Date